



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

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DONALD L. WOLFE, Director

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

December 19, 2006

IN REPLY PLEASE

REFER TO FILE: **PM-1**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**TED WATKINS MEMORIAL PARK GENERAL IMPROVEMENTS  
AWARD AGREEMENT - SPECS. 6810; CP 86399  
SUPERVISORIAL DISTRICT 2  
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND  
THE DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Approve the \$5,628,077 project budget, and authorize the Director of Public Works to deliver the project.
2. Award and authorize the Director of Public Works to execute an Agreement with Katherine Spitz Associates, Inc., to provide plans and specifications for general improvements to the Ted Watkins Memorial Park for a \$622,540 not-to-exceed fee and to establish the effective date following Board approval.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will enable the completion of plans and specifications for general improvements to the Ted Watkins Memorial Park.

The Ted Watkins Memorial Park is approximately 27 acres located at 1335 East 103rd Street, Los Angeles, California. The improvements include construction of a new soccer field with night lighting; refurbishment of the baseball field, including lighting, tennis courts, basketball court, turf, irrigation, and planter walls park wide, existing concrete sidewalks, parking areas, maintenance yard, and entrance drive paving; remodel of existing comfort stations to comply with Americans with Disabilities Act standards; remodel of existing picnic facilities; and replacement of existing fencing at various locations.

## **BACKGROUND**

On September 7, 2004, your Board adopted plans and specifications for general improvements to the park, limited to the soccer field, basketball court, and comfort stations. An independent cost estimate indicated a potential budget shortfall with a recommendation to wait for receipt of responsive bids. On February 8, 2005, and again on September 13, 2005, your Board rejected all bids and adopted plans and specifications for rebid based on nonresponsiveness of all bids received. Subsequently, Parks and Recreation, the Chief Administrative Office (CAO), and Public Works revised the scope of work, including all of the items listed above, and identified funding sources that were in the June 2006 budget appropriations approved by your Board. The attached total project cost estimate shows prior expenditures of \$286,399, which were expenses prior to transfer of the project to Public Works. This request is for \$622,540 for design services by Katherine Spitz Associates.

Following completion of the design documents and specifications, we plan to return to your Board to approve the contracting process, adopt plans and specifications, and advertise for bids to construct the project.

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

These actions meet the County Strategic Plan Goal of Service Excellence by refurbishing urban parks so as to provide recreational activities for the surrounding community.

## **FISCAL IMPACT/FINANCING**

The recommended Agreement with Katherine Spitz Associates is for \$622,540. The total estimated cost of the project, including plans and specifications, plan check, construction, equipment, consultant services, Civic Art allocations, and County services, is \$5,628,077. The Project Schedule and Budget Summary are included in the enclosure.

The proposed project is funded by the 1996 Safe Neighborhood Parks Proposition Specified Funds (\$809,208), a State grant from the Murray-Hayden Program of Proposition 12 (\$780,000), the Vehicle License Fee Gap Loan Special Fund (\$4,005,000), and residual State funds held in Trust Account-U33 (\$33,869). Sufficient funds are available in the Fiscal Year 2006-07 Capital Projects Budget under C.P. 86399.

**Operating Budget Impact:**

Parks and Recreation estimates ongoing costs of \$36,000 to operate and maintain the improvements. This includes recreation and maintenance staff and supplies to operate and maintain the improvements at the park.

Parks and Recreation worked with the CAO to determine the appropriate level of operations and available funding. Based on the revised construction schedule, Parks and Recreation will incur these costs beginning in Fiscal Year 2008-09.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard Agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for Contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for award of this Agreement, Katherine Spitz Associates is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135 (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

As required by your Board, the project cost includes 1 percent of design and construction costs to be allocated to the Civic Art Fund per your Board's Civic Art Policy adopted December 7, 2004.

Katherine Spitz Associates is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

**ENVIRONMENTAL DOCUMENTATION**

On September 7, 2004, your Board found this project to be categorically exempt from the California Environmental Quality Act.

## **CONTRACTING PROCESS**

On May 22, 2006, the Architectural Evaluation Board (AEB) recommended six firms to be considered for performing the professional services for this project. On May 24, 2006, technical proposals for services were requested from these firms. Three firms submitted proposals for evaluation. The proposals were evaluated by a panel of members from the CAO, Parks and Recreation, and Public Works based on technical expertise, proposed work plan, experience, personal qualifications, and understanding of work requirements. The evaluations were completed without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, Katherine Spitz Associates was found to be the firm best qualified to perform these services.

As requested by your Board on January 29, 2002, the Request for Proposal included a Cost of Living Adjustment (COLA) Provision. This Contract includes the required COLA language and complies with County policy.

On February 3, 1998, your Board requested that Contract opportunities be listed on the Office of Small Business website. However, this Contract opportunity was not listed on the website because the AEB evaluation process was used. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the Doing Business with Us website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from website information.

Katherine Spitz Associates has agreed to provide the services for a \$622,540 not-to-exceed fee. The construction administration portion of the fee will be billed during the construction phase and only after your Board's authorization to proceed with construction. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Public Works has evaluated and determined Katherine Spitz Associates fully complies with the requirements of County Code Chapter 2.201 (Living Wage Program) and agrees to pay its full-time employees providing County services a living wage.

Katherine Spitz Associates' Community Business Enterprises participation data (25 percent) and 3-year contracting history with the County are on file with Public Works.

The Honorable Board of Supervisors  
December 19, 2006  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services or projects during the performance of the recommended services.

**CONCLUSION**

Please return one adopted copy of this letter to the CAO (Capital Projects Division), Parks and Recreation, and Public Works.

Respectfully submitted,

DONALD L. WOLFE  
Director of Public Works

DAVID E. JANSSEN  
Chief Administrative Officer

RUSS GUINEY  
Director of Parks and Recreation

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Enc.

cc: County Counsel  
Office of Affirmative Action Compliance  
Department of Public Social Services (GAIN/GROW Program)

December 19, 2006

**ENCLOSURE**

**TED WATKINS MEMORIAL PARK GENERAL IMPROVEMENTS  
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SUPERVISORIAL DISTRICT 2  
3 VOTES**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Program	N/A
Design	
Contract Execution	12-13-06
Construction Documents	06-17-07
Jurisdictional Approvals	07-03-07
Construction Bid and Award	12-18-07
Construction	
Substantial Completion	11-10-08
Construction Completion	02-02-09
Acceptance	08-17-09

## II. PROJECT BUDGET SUMMARY

<b>Budget Category</b>	<b>Proposed Project Budget</b>
Land Acquisition	N/A
Construction	
(a) Construction Contract	\$ 3,617,835
(b) Change Order Contingency	542,675
(c) Civic Art	\$ 42,404
Subtotal	\$ 4,202,914
Equipment	N/A
Plans and Specifications	
(a) Basic Design Services	\$ 622,540
(b) Additional Services	0
Subtotal	\$ 622,540
Consultant Services	\$ 58,164
Plans Check and Jurisdictional Reviews	\$ 30,128
Miscellaneous Expenditures	\$ 28,140
County Services	\$ 399,792
Prior Expenditures	\$ 286,399
<b>TOTAL</b>	<b>\$ 5,628,077</b>